

**PASCO COUNTY
PLANNING & ECONOMIC GROWTH DEPARTMENT**

**REZONING APPLICATION COMPLETENESS CHECKLIST FOR
MPUD MASTER PLANNED UNIT DEVELOPMENT**

Date: _____

Project Name: _____

Reviewer: _____

Unless otherwise indicated, persons to receive information will be an authorized agent, attorney, and applicant/developer.

Authorized Agent Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Attorney Contact Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Developer Contact Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Owner Contact Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Engineer and/or Planner Contact Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Transportation Consultant Contact Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

Environmental Consultant Contact Information:

Company Name: _____

Contact Person: _____

Contact Telephone Number: _____

Contact E-Mail Address: _____

E-mail addresses are crucial since all correspondence will be via e-mail, if possible.

Submittal Requirements (Land Development Code [LDC], Section 402.2.C)

<u>Submitted</u>	<u>Number Required</u>	<u>Documents</u>
<input type="checkbox"/>	1	Application for Zoning Amendment (original document)
<input type="checkbox"/>	1	Property Boundary Survey (signed and sealed)
<input type="checkbox"/>	1	Timing & Phasing Approved/Exempt
<input type="checkbox"/>	1	Copy of Warranty Deed(s)
<input type="checkbox"/>	1	Environmental Wildlife Habitat Study
<input type="checkbox"/>	1	Copy of Recent Tax Bill(s), LDC, Section 301.2, Effect of Overdue Taxes, Liens, and Fines
<input type="checkbox"/>	1	Notarized Agent of Record Letter (signed original)
<input type="checkbox"/>	1	MPUD Master Planned Unit Development Plan (1:200' scale; unless otherwise agreed upon by the Planning and Development Department)
<input type="checkbox"/>	1	Residential Developments Only - Conceptual Layout Plan – “Yield Plan” (plan can be marked "Informational Purposes Only") (can be returned upon request)
<input type="checkbox"/>	1	MPUD Master Planned Unit Development Narrative
<input type="checkbox"/>	1	Appropriate Application Fee
<input type="checkbox"/>	1	Cultural Resource Assessment Survey (or Letter of Clearance pursuant to the Land Development Code [LDC], Section 402.2.C.4.d)
<input type="checkbox"/>	1	District School Board of Pasco County Questionnaire (signed by the School Board; revised 7/26/06) (commercial only projects not applicable)

The following information must appear on the master plan (if not feasible to show on plan, the information must accompany the master plan submittal via a narrative):

Project Description, LDC, Section 402.2.C.2: (Refer also to Section 522 for additional information regarding the MPUD design, uses, etc.)

- a. The general purpose and character of the proposed development.
- b. Land use by acreage, densities, and intensities.
- c. Structural concepts, including height and anticipated building type.
- d. Recreation and open space.
- e. Facilities commitments.
- f. A statement describing the intent for the management of common areas and facilities.
- g. Any requests for special approval to vary from the standards of this Code, Section 407.

Map Information, Section 402.2.C.3:

- a. Location map showing the relationship between the areas proposed for development and surrounding properties, including a current aerial photograph, which in no case shall be older than that available at the Pasco County Property Appraiser's Office with boundaries of development and roadway layout delineated.
- b. All major County roads within one (1) mile of the proposed development.
- c. Wellhead Protection Areas and Special Protection Areas for all Community Water System supply wells within the proposed development and within 1,000 feet of the proposed development.
- d. The location of all existing and proposed roadways, rights-of-way, and easements adjacent to or within the property.

Physical Resources, LDC, Section 402.2.C.4:

- a. Topographic information providing 100-year floodplain and wetland delineations. The most recent U.S. Geological Survey Topographical Survey and U.S. Geological Survey Flood Prone or Federal Emergency Management Agency Mapping may be used for topography on flood-prone delineations. Pasco County wetlands maps or aerial photography interpretation may be used for wetlands delineation.
- b. A soils survey, which may be based on the most recent Pasco County Soils Survey, drawn to the same scale as the master plan and clearly identifying all soil types, especially those areas which are apparently not suitable for buildings or major structures due to the soil's limitations.
- c. An environmental/wildlife habitat study evaluating plant and animal species listed as endangered, threatened, or species of special concern as designated by the State and Federal authorities, including the following description of the parcel: documentation of data collected and reviewed (such as the Florida Land Use and Cover Classification System, U.S. Fish and Wildlife, and Florida Fish and Wildlife Conservation Commission) and field survey map that characterizes and describes the natural resources of the site, including the location of protected species confirmed on the site and habitat suitable for protected species.
- d. A Phase I Cultural Resource Assessment, which shall include the following: project scope, archival research, and identification of sites adjacent to the subject property; identification of research design; description of field methodology; field work; and analysis of the findings and conclusions.

- e. A table showing estimated predevelopment and postdevelopment acres of wetlands by category (according to the Pasco County Comprehensive Plan) and a conceptual plan for the protection and use of on-site wetlands.

Master Plan, LDC, Section 402.2.C.5:

- a. The master plan shall have the following base information:
 - (1) Topography;
 - (2) Floodplains and elevations;
 - (3) Wetlands (Categories I, II, and III); and
 - (4) Critical linkages as defined in the Comprehensive Plan.
- b. The master plan shall graphically depict the proposed use of the site, including:
 - (1) Proposed land uses, including the proposed number of units, lots, nonresidential square feet, density, and intensity as applicable;
 - (2) A conceptual lot layout;
 - (3) Open space;
 - (4) Proposed preservation or conservation areas;
 - (5) The proposed location of major streets and thoroughfares;
 - (6) A generalized mobility plan, including bicycle, pedestrian, and transit facilities;
 - (7) Recreation areas for residential projects, including neighborhood parks;
 - (8) Buffers and setbacks meeting the requirements of this Code and as necessary to ensure compatibility with the surrounding area; and
 - (9) Major facilities, including a delineation of proposed school sites and fire station sites, if necessary, for the service of the area as developed.
- c. The master plan shall identify:
 - (1) The existing zoning;
 - (2) The existing land use; and
 - (3) The Future Land Use (FLU) Classification on the site and the surrounding areas within 500 feet of the site.
- d. The master plan shall include a phasing plan that describes the proposed timing for, location of, and sequence of phasing or incremental development and the proposed density for each such phase or increment of development. The applicant may provide approved Development of Regional Impact information which satisfies this requirement.
- e. A table showing acreage for each category of land use including Categories I, II, and III Wetlands; critical linkages; open space; and recreation.
- f. A table of proposed minimum and/or maximum gross and net residential acreages for residential land uses and proposed minimum and/or maximum floor area ratio for nonresidential land uses, as applicable (see LDC, Section 522.2).
- g. For EC-MPUD (Employment Center), attach Addendum A.
- h. For CS-MPUD (Conservation Subdivision), attach Addendum B.
- i. For PD-MPUD (Planned Development), attach Addendum C.

Utilities and Services Plan, LDC, Section 402.2.C.6.:

- a. Identify the location/source of sanitary sewers, potable water facilities, and the approximate location of existing facilities on the master plan, as required by this Code, Section 903.
- b. The general direction of natural surface drainage of the proposed MPUD, including a general statement regarding the disposal of stormwater drainage, including identification of whether a site falls within a basin of special concern and/or lies within the areas depicted on Maps 2-4, Flood Prone Areas, of the Comprehensive Plan.
- c. An analysis of the impact of the proposed MPUD on schools and other public facilities as provided in this Code, Section 1301.

Transportation Management, LDC, Section 402.2.C.7.:

- a. A transportation analysis in accordance with the Traffic Impact Study guidelines in Section 901.5.
- b. A roadway plan for the MPUD Master Planned Unit Development shall be shown on the submitted master plan, including subdivision access locations, internal subdivision collector roadways, and roadways required by Section 901, Collector and Arterial Spacing and Design Standards.
- c. A traffic study shall be completed and approved by the County prior to the scheduling of the Board meeting for the total MPUD rezoning.

Content Meeting, LDC, Section 303.6.A:

- The owner/applicant shall submit a development approval application pursuant to the applicable submittal requirements contained within the Development Manual. A content-review consultation is mandatory for all development approval applications prior to acceptance.

To schedule a content meeting, please contact the Development Review Department at (727) 847-8132.

If all the required information is not adequately addressed and, if applicable, does not appear on the master plan, the application may be deemed incomplete for content.

If the proposed MPUD Master Planned Unit Development is also an EC (Employment Center), CS (Conservation Subdivision), or PD (Planned Development), please refer to the following appropriate additional checklist and provide additional information as requested:

- Addendum A - Use for EC (Employment Center)**
- Addendum B - Use for CS (Conservation Subdivision)**
- Addendum C - Use for PD (Planned Development)**

ADDENDUM A

EC (EMPLOYMENT CENTER), LAND DEVELOPMENT CODE, SECTION 522.5.A

If the MPUD Master Planned Unit Development is also an EC (Employment Center), then, in addition to the MPUD Master Planned Unit Development checklist, please use this checklist to provide the following:

Mix of Use Requirement, Land Development Code, Section 522.5.B.1:

- The EC (Employment Center) master plan shall be developed to accommodate an areawide composite land use mix as described in the Land Development Code, Section 522.5.B.

OR

- De Minimis Size Parcels, Land Development Code, Section 522.5.B.2.

Determination of the Mix. Land Development Code, Section 522.5.B.3:

- Except for the employment center located at the I-75/U.S. 41 intersection, the Pasco County Comprehensive Plan requires an areawide composite land use mix for the EC (Employment Center) FLU Classification, which represents the range of uses that are required to be achieved within each employment center area as designated on the FLU map. An applicant within an EC-MPUD has four options to demonstrate that an individual parcel, site, or project meets the mix of use requirement and must demonstrate one of the following (**circle one below**):
 - a. That the specific parcel, site, or project provides the mix of uses, as specified in Section 522.5.B.1, based upon the uses proposed in the MPUD master plan.
 - b. That the specific parcel, site, or project is consistent with an areawide employment center plan that has been accepted by the Board of County Commissioners (BCC) and adopted by a special area policy into the Comprehensive Plan consistent with the mix of uses in Section 522.5.B.1.
 - c. The applicant may prepare an areawide employment center plan consistent with the community planning process of Section 522.6 and the mix of uses in Section 522.5.B.1 and submit a project master plan consistent with the results of this process.
 - d. The applicant may request that the mix be determined on a first-come, first-served basis by submitting a plan for a single site within a designated employment center area. The site master plan shall be mailed to all affected property owners within 45 days of the date that the rezoning application is deemed complete.
 - e. If there are objections by landowners within the employment center area to the site master plan and the applicant has not resolved those objections prior to the Development Review Committee hearing date, the applicant will need to pursue an alternative option as listed in this section. If there are no objections, then at the time the matter is set for public hearing, the site master plan shall be sent to all affected property owners in addition to the requirements specified in Chapter 300. If there are any objections in writing or at a public hearing that cannot be resolved by the adoption date, the applicant will be required to pursue an alternative option as outlined in Section 522.5.B.2.

Compatibility, Land Development Code, Section 522.5.C:

- The EC-MPUD (Employment Center) master plan may provide a mix of land uses as provided in the Land Development Code, Section 522.5.B.1. The specific location of different uses shall be established on the approved master plan.
 1. Internal Compatibility: If applicable, when not under the de minimis size exemption as provided for in the Land Development Code, Section 522.5.B.2, the master plan shall demonstrate compliance with the following:
 - (a) Land uses within the master plan are arranged and designed in a complementary and compatible manner;
 - (b) Different uses within the proposed parcel, site, or project are effectively buffered to encourage full use and enjoyment of all property within the district;
 - (c) Vehicular-circulation system throughout the master plan that directs traffic in an efficient and safe manner; and
 - (d) Individual land use components of the master plan are interconnected by safe and convenient pedestrian linkages.
 2. External Compatibility: The master plan shall include appropriate development order conditions that accomplish "stepping down" building heights and transitioning land uses; e.g., gradual reduction of intensities and uses to minimize visual and noise impacts on either adjacent residential developments or the Northeast Pasco rural area, where applicable.

Description of Uses. Land Development Code, Section 522.5.D:

- Preferred Uses. The preferred uses permitted within the EC-MPUD include any one or a combination of the following: corporate business park, industrial, or target primary business.
- Light Industrial Flex Space Supplemental Design Standards.

Areawide Employment Center Planning Process. Land Development Code, Section 522.6.B.:

- The areawide employment center planning process shall serve as one option for reviewing and approving the required mix of uses within an EC-MPUD. The purpose of this process is to help facilitate an expedited process to create and/or amend a conceptual plan for an employment center area and to provide an opportunity for the concurrent approval of a proposed development within an EC-MPUD.

General Elements. Land Development Code, Section 522.6.C:

1. Provide an executive summary which outlines the vision and design of the entire employment center at that location.
2. Describe the objectives of the study.
3. Provide a recommended land use plan, and if appropriate, any conditions for development approval, which shall be met by, or imposed upon, development within the study area.

Specific Elements. Land Development Code, Section 522.6.D:

1. The applicant shall provide a map or series of maps which illustrate the location of the proposed study area within the County, including political boundaries; e.g., County and municipal boundaries, current ownership patterns, parcel sizes, existing boundaries of the study area and impact area(s), and a legible, recent, full-section aerial photograph (the most recent County Property Appraiser or Planning & Economic Growth Department aerial photograph or equivalent) with the boundaries of the study area marked.

2. When a new land use plan is developed for a geographic area for which an areawide employment center plan has previously been adopted, the County shall ensure that the following requirements are met:
 - (a) The previously adopted plan shall be fully considered in developing the new plan;
 - (b) All persons involved in preparing the adopted plan will be invited to participate in the citizen participation program for preparing the new plan;
 - (c) Any conflicts between a proposed new plan and the previously adopted plan will be identified and fully explained during the public participation process and during deliberations of the BCC; When a new plan is adopted, the BCC shall take required actions, if any, to amend or replace the previously adopted plan; and
 - (d) The BCC shall hold a public hearing to take final action on the application upon review of the application and supporting documentation.

3. An applicant shall include the following information in their submittal:
 - (a) Information concerning the surrounding area to demonstrate the relationship of the EC-MPUD Zoning District to adjoining, existing and planned uses.
 - (b) The plan must demonstrate compliance with the provisions in Section 522.5.C relating to compatibility; and
 - (c) Any plan which requires more than five years to complete shall include a phasing plan as a part of the submittal.

ADDENDUM B

CONSERVATION SUBDIVISION MASTER PLANNED UNIT DEVELOPMENT (CS-MPUD) LAND DEVELOPMENT CODE, SECTION 522.7

If the MPUD Master Planned Unit Development is also a CS (Conservation Subdivision), then, in addition to the MPUD Master Planned Unit Development checklist and master plan requirements, please use this checklist to provide the following **(Only certain sections of the Land Development Code apply to this checklist for content review purposes as indicated below)**:

A master plan shall be submitted in accordance with the LDC, Section 401.2.

- 1. Residential Development, Land Development Code, Section 522.7.D.2.a:
 - (1) Residential lots shall be arranged in a contiguous pattern(s), except as necessary to incorporate roads, drainage, and retention to preserve the function, purpose, and integrity of the on-site natural resources and environmental systems to the maximum extent practicable.
 - (2) Minimize disturbance to native habitats and other natural features.
 - (3) Protect and preserve the rural character and appearance of land when viewed from public roads and from abutting properties.

- 2. Residential Development Setback and Buffer Requirements, Land Development Code, Section 522.7.D.2.b:
 - (1) Show residential development set back a minimum of 100 feet from all CS-MPUD property boundary lines (unless contiguous to existing and/or approved urban development) and external road rights-of-way (outside the subject development). (BCC may approve a lesser setback.)
 - (2) Show a landscape buffer and/or setback buffer designed to protect and maintain the rural and agricultural character of the surrounding area. Utilization of the existing landscape and vegetation to the maximum extent practical is required. Per the Land Development Code, staff may require a detailed buffering plan.

- 3. CS-MPUD Open Space, Land Development Code, Section 522.7.D.2.c:
 - (1) Required Minimum Open Space: Show that the minimum of 50 percent of the gross acreage of the parcel is designated as CS-MPUD open space, exclusive of individual lots (excluding any permitted caretaker residence).
 - (2) Perpetual Easement: CS-MPUD open space shall be preserved in perpetuity through the use of an irrevocable open space or conservation easement or other mechanism that transfers all development rights to the residential development portion of the CS-MPUD and extinguishes all development rights on the CS-MPUD open space.
 - (3) External Connectedness: Show on the master plan, when contiguous off-site open space exists, that the CS-MPUD open space is reasonably configured to create or add to a larger contiguous off-site network of interconnected open space, particularly ones with existing native wildlife habitats, and opportunities that arise for providing open space that may assist in restoring native wildlife habitats. Whenever opportunities exist to create connections with existing or potential off-site open space, greenways, riverine systems, flow ways, or conservation systems on adjoining parcels, such connections shall be provided.
 - (4) Internal Connectedness: Show on the master plan, CS-MPUD open space is configured to create connected and integrated open space within the subdivision parcel to the maximum extent practicable and shall be based upon the context-sensitive site design standards and priorities that are provided for in the Land Development Code, Section 522.7.D.2.c.(5).

- (6) Permitted Uses: Show the uses within the CS-MPUD open space (uses described in Land Development Code, Section 522.7.B).
- (7) CS-MPUD Open Space Land Management Plan.
- (8) Unless the CS-MPUD open space is maintained as part of an existing bona fide agricultural use, an open space land management plan for the use and maintenance of the open space shall be submitted and approved as a part of the master development plan approval process. When the CS-MPUD open space includes a portion of an existing bona fide agricultural use, that portion of the CS-MPUD open space that is agricultural shall not be required to comply with the CS-MPUD Open Space Land Management Plan. The open space land management plan shall address the following:
 - (a) Ownership.
 - (b) Baseline environmental assessment of the CS-MPUD open space as required in the CS-MPUD application requirements.
 - (c) Detailed action plan addressing the following:
 - (i) Compatibility with the County's study, entitled "Assessment of Measures to Protect Wildlife Habitat in Pasco County and the Pasco County Comprehensive Plan Conservation Element," as amended from time to time, provided the study remains in effect.
 - (ii) Specific responsibilities for the regular and periodic operation and maintenance of open spaces by private entities.
 - (iii) If applicable, plans for restoration of native habitats.
 - (iv) The necessity, purpose, and location of an on-site caretaker, if a caretaker residence is proposed as a permitted use.
 - (v) Performance measures that would include conditions and methods of enforcement of obligations.

CS-MPUD Street Standards, Land Development Code, Section 522.7.D.2.d.

ADDENDUM C

FUTURE LAND USE CHANGE TO PD (PLANNED DEVELOPMENT), COMPREHENSIVE PLAN, CHAPTER 2: FUTURE LAND USE APPENDIX A-6 AND ORDINANCE NO. 10-24, APPROVED AUGUST 10, 2010

Plan amendment requests for the assignment of a PD (Planned Development) Future Land Use Classification must be accompanied by a concept plan identifying the range of uses, density, intensity, maximum units, and nonresidential square feet. A rezoning to MPUD Master Planned Unit Development or commercial planned development must be obtained prior to development. In addition to the MPUD Master Planned Unit Development checklist, please use this checklist to provide the following:

Special Provisions and Mix of Uses:

- (2) Conservation and Open Space: Provide protection of defined conservation areas and open space and provide recreation and pedestrian circulation as a component of site design.
- (3) Minimum Open Space: Show on the master plan open space areas designated as appropriate to meet the needs of the project, the community, and the vision of the market area.
- (4) Compatibility with Adjacent Uses: Show on the master plan maximized use of buffer yards as to location, type, and size for special consideration of adjacent land uses.
- (5) Nonresidential-Use Locations: It is encouraged that the placement of commercial and other nonresidential uses to maximize convenient vehicular, pedestrian, and bicycle access for residents of the PD community and to minimize the impact of commercial uses on adjacent and surrounding communities be considered when designing the development.